

If rental car was booked offline and/or was not included in the authorization, the traveler must input the rental car (commercial auto) costs in the **Expenses** section.

1. Select **Rental Car** from the navigation bar.
2. Click **Edit** next to the specific car rental that requires changes, or **Remove** to delete the specific rental car.

Expenses

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|-------------|---------|----------|------------|--------------------|-------------|
| Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign |
| Non-Mileage | Mileage | Receipts | | | |

1. Select **Expenses** from the navigation bar.
2. Expenses can be added, updated, or deleted to reflect actual costs.
3. Select **Receipts** from the navigation bar.
4. Click **Print Fax Cover Sheet**.
5. Fax cover sheet and receipts to phone number listed on cover sheet. These documents will be electronically attached to the voucher within minutes. **THIS IS A MANDATORY REQUIREMENT.**

Additional Options

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|-----------|-----------------------|----------------|------------------|--------------------|-------------|
| Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign |
| Profile | Per Diem Entitlements | Payment Totals | Partial Payments | Advances | |

1. Select **Additional Options** from the navigation bar.
2. **Profile** – Where changes or additions can be made to personal information, including routing lists.
3. **Per Diem Entitlements** – Where adjustments to **Lodging and M&IE**, such as actuals, leave, and meals provided can be made.
4. **Payment Totals** – Where changes to the amount paid to GOVCC and ACH can be made.
5. If you are signed up for Split Disbursement and would like an additional amount applied to your GOVCC, enter the amount in the **Add'l Gov't Charge Card Payment** field.
6. Click **Calculate**. Verify Total Gov't Charge Card Amount.

Review/Sign

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|-----------|-----------|-------------|-------------------|--------------------|-------------|
| Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign |
| Preview | Pre-Audit | Other Auths | Digital Signature | Trip Compare | |

1. Select **Review/Sign** from the navigation bar.
2. **Preview** – Thoroughly review document for accuracy.
3. Click **Save and Proceed to Pre-Audit**.
4. **Pre-Audit** - Enter justifications in each comment box. Justification is mandatory.
5. Click **Save and Proceed to Digital Signature**.
6. **Digital Signature** - Stamp the document SIGNED by clicking **Submit Completed Document**.

ADJUSTING/AMENDING DOCUMENTS

An adjustment is a change made to an authorization or voucher before the APPROVED stamp is applied to the document. An amendment is a change made to an authorization or voucher after the APPROVED stamp is applied to the document.

Adjustment

1. Select **Authorization/Orders** or **Vouchers** from the **Official Travel** drop-down menu.
2. Click **view/edit** next to the document.
3. Deselect the view-only box to make changes to the document. Click **OK**.
4. Enter **Password**.
5. On Preview screen, click **Edit** next to the areas needing adjusted. Make changes.
6. Select **Pre-Audit** from the navigation bar to add justifications if necessary.
7. Click **Save and Proceed to Digital Signature** and stamp the document SIGNED.

Amendment

1. Select **Authorization/Orders** or **Vouchers** from the **Official Travel** drop-down menu.
2. Click **amend** next to the document to be amended.
3. Type reason for amendment in comment box.
4. Enter **Password**.
5. On Preview screen, click **Edit** next to the areas needing amended. Make changes.
6. Click **Digital Signature** under **Review/Sign** and stamp the document SIGNED.

REVIEWING/APPROVING GUIDELINES

If you are a Budget or Approving official and need to review and approve a document:

1. In the **Documents Awaiting Your Approval** field, select **Click Here**. Select the document you wish to review/approve by clicking **review**.
2. Once the document has opened, thoroughly review the document for accuracy based on the receipt information attached to the document.
3. Click **Proceed To Pre-Audit**. The Pre-Audit screen flags any exceptions within the document.
4. Click **Proceed To Digital Signature**.
5. Add any additional **Remarks**.
6. Click **Submit Completed Document**.



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A Guide for Preparing And Approving Travel Documents

ARC Travel Services Division

Customer Helpdesk: 304-480-8000
Email: travel@bpd.treas.gov
URL: <http://arc.publicdebt.treas.gov/DWP/fs/fscustpg.htm>

AUTHORIZATION

1. Select **Authorization/Orders** from the **Official Travel** drop-down menu.
2. Click **Create New Authorization/Order**.

Travel Itinerary

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|---------------|--------------------|----------|------------|--------------------|-------------|
| Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign |
| Trip Overview | Per Diem Locations | | | | |

1. Enter **Starting Point** by clicking the location from the **Starting Locations** in **Profile** box.
2. In the **Departing On** field enter the date you will be departing or use the calendar tool.
3. Select **Trip Type** and **Trip Purpose** by using the drop-down menus.
4. Click **Search Location** in the **Location Tools** box on the right to enter TDY location.
5. In the search location window, enter city/town. Click **Search Location**.
6. Select radio button next to the correct city. Click **Select and Close**. If destination is not found call Travel Services Division at 304-480-8000.

- 7. In the **Departing On** field enter the date you will be departing from the TDY location.
- 8. Select **Yes** or **No** to Traveling to another TDY location. If Yes, enter location and dates on next screen.
- 9. Select the **Ending Point** in block C from **Return Locations in Profile** box.
- 10. Select **Air Travel** and then click **Save and Proceed**. If no reservations, select **Preview Screen** and proceed to **Expenses**.

Travel Reservations

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|-----------|---------|------------|------------|--------------------|-------------|
| Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign |
| Air | Lodging | Rental Car | Rail | Other Trans | |

Airline Reservations

- 1. Type airport code or city name for departure and arrival airports.
- 2. Ensure that **Arrival/Departure** date and time is correct in the drop-down menu and click **Search Availability**.
- 3. From the results screen, click **Select & Continue** for the appropriate flight. If flights are not available, click **Find a Different Flight** and enter new search criteria.
- 4. Click **Select Seat** from live seat map or select window or aisle from the drop-down menu.
- 5. Click **Save Selected Flight**.
- 6. Click **Find Next Flight** and use same steps above to find a returning flight reservation.
- 7. Select **Lodging** from the navigation bar.

Lodging Reservations

- 1. To perform a search, select the appropriate radio button next to search option: **hotel name, airport, or near city**.
- 2. Fill in the appropriate fields to search (e.g. hotel name).

- 3. Click **Search Accommodations**.
- 4. Click **Hotel Info & Pricing** next to the lodging location you desire.
- 5. Select the radio button next to the room type/rate and then select **Save Selected Accommodations**.
- 6. If no rooms are available with the selected hotel, select **Find Different Accommodations** and enter new search criteria.
- 7. Select **Rental Car** from the navigation bar.

Rental Car Reservations

- 1. Verify dates, times, location, and type of rental car.
- 2. Click **Search Rental Car Availability**.
- 3. Click **Select and Continue** next to Rental Car Company desired.
- 4. Click **Save Selected Car**.
- 5. Select **Expenses** from the navigation bar.

Expenses

| | | | | | |
|-------------|---------|----------|------------|--------------------|-------------|
| Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign |
| Non-Mileage | Mileage | Receipts | | | |

- 1. Use the drop-down menu to select a **Non-Mileage** expense.
- 2. Enter cost and select date the expense will be incurred.
- 3. Enter up to five expenses on this screen and click **Save Expenses** at bottom of screen.
- 4. Select **Mileage** from the navigation bar to enter any mileage expenses for private vehicle travel. Click **Save Expenses**.
- 5. Select **Accounting** from the navigation bar.

Accounting

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|-----------|--------|----------|------------------|--------------------|-------------|
| Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign |
| | | | Accounting Codes | | |

- 1. Select the appropriate line of accounting from the **Accounting Label** drop-down menu.
- 2. If multiple lines of accounting are necessary, select one at a time. Click **Allocate Expenses** to distribute the expenses by date, by expense category, by percent, or by dollar amount. Click **Save Allocations**.
- 3. Select **Additional Options** from the navigation bar.

Additional Options

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|-----------|--------|----------|------------|-----------------------|------------------|
| Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign |
| | | | Profile | Per Diem Entitlements | Partial Payments |
| | | | Advances | | |

- 1. **Profile** – Where changes or additions can be made to your personal information, including routing lists, default accounting, and frequent flyer information.
- 2. **Per Diem Entitlements** – Where adjustments to your **Lodging and M&IE**, such as actuals, leave, and meals provided can be made.
- 3. Select **Review/Sign** from the navigation bar.

Review/Sign

| | | | | | |
|-----------|-----------|-------------|-------------------|--------------------|-------------|
| Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign |
| Preview | Pre-Audit | Other Auths | Digital Signature | Trip Compare | |

- 1. **Preview** – Thoroughly review document for accuracy.
- 2. Click **Save and Proceed to Pre-Audit**.
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- 5. **Digital Signature** - Stamp the document SIGNED by clicking **Submit Completed Document**.

VOUCHER FROM AUTHORIZATION

- 1. Select **Vouchers** from the **Official Travel** drop-down menu.
- 2. Click **Create New Voucher from Authorization/Order**.
- 3. Click **create** to begin the voucher from authorization.
- 4. Verify dates and locations on Itinerary screen.

Travel Reservations

| | | | | | |
|-----------|---------|------------|------------|--------------------|-------------|
| Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign |
| Air | Lodging | Rental Car | Rail | Other Trans | |

Airline Reservations

- 1. Select **Travel** from the navigation bar.
- 2. If changes are needed on a ticket, click **Edit** beside the specific flight that requires changes.
- 3. Click **Change Ticket Data** to update ticket.
- 4. Click **Save**.
- 5. Repeat steps as necessary.

Lodging Reservations

The traveler has the ability to adjust the Lodging and M&IE if necessary. This topic is covered in the Additional Options section under Per Diem Entitlements.

Rental Car Reservations

Updates/changes made to existing Rental Car information (if rental car was included as part of the authorization) should be made in the **Rental Car** section.

(Continued on other side)